

**255-X-3.02 Associate Licensed Counselor (ALC).**

(1) General. All applicants must meet the qualifications set out in Code of Ala. 1975, §34-8A-7 (1) through (4).

(2) Education.

(a) All applicants must meet the educational requirements set out in Code of Ala. 1975, §34-8A-7(4).

(b) All applicants must meet the educational requirements set forth in Rule 255-X-3.01(2).

(3) Character and Professional Integrity. All applicants must supply references and endorsement as required by the application form adopted by the Board pursuant to Code of Ala. 1975, §34-8A-7.

(4) Plan of Supervision.

(a) Applicants for associate licensed counselor must furnish to the Board, on a form approved by the Board, a plan for supervision by a Supervising Counselor. The hours of supervision listed in the plan for supervision are to be provided by the Supervising Counselor whose signature appears on the document. The Supervising Counselor must personally provide to the ALC a minimum of one hundred (100) total hours of supervision annually to include a minimum of fifty (50) hours of one-to-one, face-to-face, personal individual supervision. Supervision provided for a period of time less than a full year must be a minimum weekly average of two (2) hours which must include at least fifty percent (50%) of one-to-one, face-to-face, personal individual supervision. An applicant may consider 255-X-3.04 Exceptions for Supervision by Supervising Counselor as an alternative to supervision by a Supervising Counselor.

(b) Applicants must comply with the following regulations:

1. The supervising LPC must submit the proposal for the plan of supervision to the Alabama Board of Examiners in Counseling.

2. A supervision progress report, on a form provided by the Board, must be submitted annually, on the anniversary of the issue date of the ALC's license, by the Supervising Counselor whose name appears on the plan for supervision required in 255-X-3-.02(4)(a). Annual supervision reports must verify a minimum of one hundred (100) total hours of supervision for that year, at least fifty (50) hours of which must be in one-to-one, face-to-face, personal individual supervision. Supervision reports representing less than a full year of supervised experience must verify a minimum weekly average of two (2) hours of supervision for that period, at least fifty percent (50%) of which must be one-to-one, face-to-face, personal individual supervision. Only counseling experience supervised by the Supervising Counselor whose name appears on the ALC's license may accrue toward meeting the supervised experience requirements in 255-X-3-.01(3)(b).

3. Both the Supervising Counselor and the ALC have responsibility for maintaining ongoing records of supervision sessions and records of direct and indirect counseling service. These records may be examined, on request, by the Alabama Board of Examiners in Counseling.

4. The Supervising Counselor has clinical authority concerning the functioning of the ALC in order to maintain ultimate responsibility for the welfare of every client.

5. All Supervising Counselors must have clinical contact with all clients of ALCs to plan effective service delivery procedures. The progress of the practice shall be monitored to ensure that full professional responsibility and liability will be accepted by the supervising LPC for all services rendered. The supervising LPC shall be available for emergency consultation and intervention.

6. The Supervising Counselor shall establish and maintain a level of supervisory contact consistent with the Code of Ethics and Standards of Practice approved by the Alabama Board of Examiners in Counseling and be fully accountable in the event that professional, ethical, or legal issues are raised. The ALC shall have read and shall be bound by the Code of Ethics and Standards of Practice.

7. Associate Licensed Counselors performing counseling services must be under the exclusive supervision of the Supervising Counselor required in 255-X-3-.02(4)(a).

8. The practices of the ALC shall be commensurate with the skills of the ALC and all practice procedures shall be planned in consultation with the Supervising Counselor.

9. Associate Licensed Counselors performing counseling services or announcing such services to the public or professional community shall clarify that they are under the supervision of the Supervising Counselor. In performing or announcing counseling services in which the term, or any derivative of the term, "Associate Licensed Counselor" is employed, such descriptions must be offered in the following manner: "John Doe, M.A., Associate Licensed Counselor under the supervision of Jane Smith, Ph.D., Supervising Counselor." Activities that are not performance or announcement of counseling services (e.g., presentations, etc.) shall not require such a description.

10. The Supervising Counselor is to notify the Board immediately in writing of any change in the status of the ALC's supervision or in the event supervision cannot begin upon the issue of the ALC's license. The Supervising Counselor must submit to the Board a final supervision report, on a form approved by the Board, when the ALC has accrued the required number of supervised experience hours or if the approved plan of supervision is terminated for any reason.

11. After meeting the requirements specified in subdivisions (5) and (6) of Section 34-8A-7 of the Code of Alabama 1975, the Associate Licensed Counselor must petition the Board in writing to be reviewed for licensure as a licensed professional counselor.

(5) Examination Option. Applicants for associate licensed counselor may opt for examination at the completion of their educational requirement as set out in Code of Ala. 1975, §34-8A-7(4), or they may defer examination until completion of the experience requirement set out in Code of Ala. 1975, §34-8A-7(5).

**Author:** Alabama Board of Examiners in Counseling

**Statutory Authority:** Code of Ala. 1975, §§34-8A-1 et seq.

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